

Director of Parks, Recreation & Culture



Job Code: 3790
Grade: 141
Reports to: City Manager
Salary Range: \$92,308 - \$145,903
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs complex professional and difficult administrative work in planning, coordinating, and directing the parks, sports, special events, recreation centers, and recreational activities for the City; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification serves as a representative of the City in public relations work appropriate to recreation and allied fields. Work involves the application of professional and administrative knowledge and skills in the operation of a comprehensive and diverse municipal recreation and parks department. Work is performed under the administrative direction of the City Manager, with wide latitude for the exercise of initiative and independent judgment. Supervision is exercised over all departmental personnel.

ESSENTIAL FUNCTIONS

Planning, directing, coordinating, and supervising parks and recreation programs, services, and staff; handling personnel and public information matters; overseeing the preparation and maintenance of schedules, contracts, reports, records, and files.

EXAMPLES OF WORK

- Plans, organizes, promotes, and directs, through subordinate supervisors, comprehensive City-wide athletic, parks, center, and recreational programs for all age groups.
- Supervises and directs the activities and use of public recreation facilities such as athletic fields, courts, playgrounds, parks, swimming pools, tennis facilities, and recreation centers.
- Plans and develops recreational programs or approves activities, plans, and methods proposed by staff members.
- Evaluates the adequacy of existing parks and recreational facilities and works to secure needed alterations and additions.
- Meets with civic organizations and with individual citizens in order to learn the desires of the community and promote interest in recreation and park facilities.
- Outlines work to be done in order to have recreation and athletic facilities and areas ready for use in carrying out the program.
- Coordinates City programs with and assists representatives of school, community, region, and other groups in developing and extending recreation and allied programs.
- Prepares budget requests for Parks, Recreation and Culture Department, controls expenditures of appropriated funds, supervises preparation of reports and maintenance records.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of all phases of community recreational activities and their administration; comprehensive knowledge of the principles and methods of park and playground planning and programming; thorough knowledge of the principles and practices of public administration with special reference to departmental personnel and budget administration; ability to develop and execute a well-rounded program of recreational activities; ability to cooperate with and interpret recreational philosophies

to City authorities, private groups and agencies, and the general public; ability to plan, organize, direct, and evaluate the work of subordinates; ability to communicate complex ideas, both orally and in writing; ability to prepare and present detailed reports.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, or a related field, with Master's Degree preferred. Eight (8) to ten (10) years of progressively responsible administrative experience in organized recreation and/or parks administration, the majority of which shall have been acquired in a managerial capacity; or an equivalent combination of education, training and experience.

WORK CONDITIONS

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the State of Maryland.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.